

# Ethics Commission

## MISSION STATEMENT

The mission of the Ethics Commission is to enforce the Montgomery County Code of Ethics by ensuring the ethical conduct of individuals who serve the County government.

## BUDGET OVERVIEW

The total recommended FY08 Operating Budget for the Ethics Commission is \$236,410, an increase of \$11,520 or 5.1 percent from the FY07 Approved Budget of \$224,890. Personnel Costs comprise 95.8 percent of the budget for one full-time position and two part-time positions for 2.6 workyears. Operating Expenses account for the remaining 4.2 percent of the FY08 budget.

## PROGRAM CONTACTS

Contact Barbara McNally of the Ethics Commission at 240.777.6670 or Trudy-Ann Hunter of the Office of Management and Budget at 240.777.2778 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

### Ethics Program Compliance

The Ethics Commission administers the County's Code of Ethics by encouraging and enforcing compliance and ensuring the ethical conduct of employees of the Executive Branch, County Council, selected Boards and Commissions, the Revenue Authority, Housing Opportunities Commission, Fire Corporations, and Rescue Squads. The Commission also serves in an advisory capacity to the Washington Suburban Transit Commission. The compliance goal is achieved through the following activities:

**Education** – the Ethics Commission provides ethics education and training for County officials and employees and provides computer access to all reporting forms required under the Ethics law.

**Financial Disclosure** – the Ethics law requires specific public officials and employees to disclose financial information to avoid potential conflicts of interest.

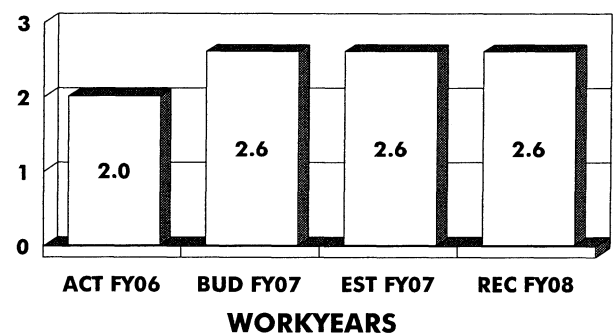
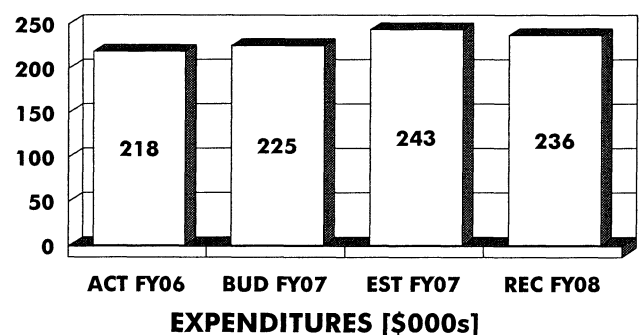
**Lobbying Registration** – requires lobbyists to register and report lobbying activities involving the County government when income or expenditures exceed \$500.

**Outside Employment** – requires employees and officials to obtain approval from the Commission to be engaged in outside employment.

## Program Summary

	Expenditures	WYs
Ethics Program Compliance	236,410	2.6
Totals	236,410	2.6

## Trends



## FY08 Recommended Changes

	Expenditures	WYs
FY07 Approved	224,890	2.6
FY08 CE Recommended	236,410	2.6

## BUDGET SUMMARY

	Actual FY06	Budget FY07	Estimated FY07	Recommended FY08	% Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	142,116	149,060	163,760	158,420	6.3%
Employee Benefits	56,872	65,580	68,760	68,160	3.9%
<b>County General Fund Personnel Costs</b>	<b>198,988</b>	<b>214,640</b>	<b>232,520</b>	<b>226,580</b>	<b>5.6%</b>
Operating Expenses	19,101	10,250	10,250	9,830	-4.1%
Capital Outlay	0	0	0	0	—
<b>County General Fund Expenditures</b>	<b>218,089</b>	<b>224,890</b>	<b>242,770</b>	<b>236,410</b>	<b>5.1%</b>
<b>PERSONNEL</b>					
Full-Time	2	1	1	1	—
Part-Time	0	2	2	2	—
Workyears	2.0	2.6	2.6	2.6	—

## FY08 RECOMMENDED CHANGES

	Expenditures	WYs
<b>COUNTY GENERAL FUND</b>		
<b>FY07 ORIGINAL APPROPRIATION</b>	<b>224,890</b>	<b>2.6</b>
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: General Wage and Service Increment Adjustments	9,870	0.0
Increase Cost: Annualization of FY07 Personnel Costs	2,020	0.0
Increase Cost: Retirement Rate Adjustment	1,020	0.0
Increase Cost: Printing and Mail Adjustments	50	0.0
Decrease Cost: Annualization of FY07 Operating Expenses	-470	0.0
Decrease Cost: Group Insurance Rate Adjustment	-970	0.0
<b>FY08 RECOMMENDED:</b>	<b>236,410</b>	<b>2.6</b>

## FUTURE FISCAL IMPACTS

Title	CE REC. FY08	FY09	FY10	(\$000's) FY11	FY12	FY13
This table is intended to present significant future fiscal impacts of the department's programs.						
<b>COUNTY GENERAL FUND</b>						
<b>Expenditures</b>						
<b>FY08 Recommended</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>12</b>	<b>23</b>	<b>24</b>	<b>24</b>	<b>24</b>
These figures represent the annualization of service increments, general wage adjustments, and associated benefits. Estimated compensation (e.g., general wage adjustments and service increments) for personnel are included for FY09 and beyond.						
<b>Subtotal Expenditures</b>	<b>236</b>	<b>248</b>	<b>260</b>	<b>261</b>	<b>261</b>	<b>261</b>

## ETHICS COMMISSION

**PROGRAM:**

Ethics Program Compliance

**PROGRAM ELEMENT:**
**PROGRAM MISSION:**

To ensure the ethical conduct of individuals who serve the County government

**COMMUNITY OUTCOMES SUPPORTED:**

- Public trust in ethical and transparent government
- Respect for the law
- Equal access and opportunities for County employees, citizens, and businesses

**PROGRAM MEASURES**

	CY04 ACTUAL	CY05 ACTUAL	CY06 ACTUAL	FY07 BUDGET	FY08 CE REC
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**Outcomes/Results:**

Waiver requests denied	2	1	1	2	3
Waiver requests granted	1	5	1	3	5
Advisory opinions rendered	14	3	7	10	15
Outside employment conflicts identified	7	8	6	8	4
Outside employment requests denied	5	2	1	4	2
Outside employment requests granted	NA	722	723	775	790
Complaints adjudicated and settled	2	2	4	3	4
Legislative, regulatory, and procedural changes recommended and enacted	2	7	0	5	3

**Service Quality:**

Commission decisions reconsidered	0	0	0	0	0
Commission decisions reversed	NA	0	0	0	0
Percentage of reconsidered decisions that were reversed	NA	0	0	0	0
Average turnaround time for processing routine requests (days)	NA	10	10	15	12
Percentage of financial disclosure statements that were filed on time	NA	85	87	95	97

**Efficiency:**

Cost per routine transaction processed (\$)	63.35	73.28	68.50	69.13	67.07
Percentage of time spent on investigations	NA	5	5	5	5

**Workload/Outputs:**

Complaints received and investigated	5	3	4	4	4
Waiver requests received and reviewed	19	6	2	5	5
Advisory opinions requested and analyzed	NA	3	6	20	15
Outside employment requests received and reviewed	684	724	723	775	790
Lobbyist registrations processed	300	370	400	358	425
Lobbyist activity reports filed	150	154	198	225	235
Financial disclosure statements processed	1,582	1,674	1,863	1,895	2,075
Citations issued to delinquent financial disclosure filers	NA	2	5	8	9
Adjudicatory hearings held	NA	1	0	1	2
Customer service contacts regarding:					
Informal advice	NA	250	322	300	430
Financial disclosure	9,056	8,973	9,198	10,500	10,975
Lobbyist records	NA	104	94	145	153
Outside employment	NA	125	84	125	182
Training sessions conducted	NA	5	0	20	35

**Inputs:**

Expenditures (\$)	172,060	214,116	218,089	224,890	236,410
Workyears	2.0	2.8	2.6	2.6	2.6